

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

1110.98A

4/2/85

SUBJ: AIR TRAFFIC MANAGERS' COMMITTEE (ATMAC)

1. PURPOSE. This order establishes guidelines for the organization and function of a national Air Traffic Managers' Committee (ATMAC) to maintain two-way communication between Air Traffic Managers and the Associate Administrator for Air Traffic regarding items of national concern which affect managers as a group.
2. DISTRIBUTION. This order is distributed to Associate Administrator for Air Traffic and staffs; branch level in Air Traffic Operations Service and Air Traffic Plans and Requirements Service; air traffic branch level in regional offices, and all air traffic field facilities.
3. CANCELLATION. This order cancels FAA Order 1110.98, subject: Air Traffic Managers' Committee (ATMAC) dated 9/18/84.
4. BACKGROUND. The Associate Administrator for Air Traffic has a continuing need for an exchange of ideas and information from all sources within the air traffic community. Currently in place are the Supervisors' Committee (SUPCOM) and Division Manager's meetings. ATMAC is intended to be a channel for Air Traffic Managers.
5. EXPLANATION OF CHANGES.
  - a. National ATMAC members will serve 2 year terms which began in October 1984.
  - b. Requires regional ATD's to establish an ATMAC.
  - c. Establishes a communications network through regional ATMAC's.
  - d. Identifies processes for replacement members.
  - e. National ATMAC members required to attend their respective regional ATMAC meetings.
  - f. Established chairperson term of office.
  - g. Establishes a joint meeting of the existing and newly selected ATMAC's during October of even years.
  - h. During the October joint meeting an outgoing ATMAC member will be selected to remain as an additional member for 6 months to provide continuity.

6. STRUCTURE. ATMAC will be composed of two center air traffic managers, three flight service air traffic managers, and four terminal air traffic managers. Two levels of centers and three levels of flight service shall be represented. Terminals shall be represented by three categories: Category C shall have two representatives.

a. Category A: Level I, II, III Cabs

b. Category B: Level II and III Radar Cabs and Radar Approach Controls (includes Limited Radar)

c. Category C: Level IV and V Radar Cabs and Radar Approach Controls (includes Limited Radar)

7. SELECTION. Each regional ATD Manager shall nominate Air Traffic Managers as indicated in paragraph 6 during July of even years. They shall supply these names to the ATMAC National Coordinator who will complete the selection process through coordination with AAT-1 using the following guidelines:

a. Select one representative from each region, option, and category.

b. Select members for each successive term to insure rotation of regional, category, and option representation.

NOTE: Replacement members will be selected by coordinating with the regional ATD manager concerned.

8. TERMS OF MEMBERSHIP

a. ATMAC members will serve for 2 years beginning in October of even years.

b. In the event that an ATMAC member does not complete a full term, a replacement member from the same option/level/category and region will be selected to complete the unfinished term.

c. The national ATMAC committee will select a member at each October meeting to serve as chairperson for the committee during the next 12 months.

9. MEETINGS.

a. Semi-annual meetings (April and October) will be held for 4 work days, or as needed. Ad hoc meetings may be called if a special need exists.

b. The even year October meeting will include both the existing ATMAC and the newly selected ATMAC for transition purposes.

c. The meetings are to facilitate a free exchange of ideas and there will be no formal procedures. Group dynamics and the agenda should dictate the meeting structure.

10. RESPONSIBILITIES.

## a. Associate Administrator for Air Traffic, AAT-1, shall:

- (1) Meet with the committee during each meeting.
- (2) Have final approval for selection of ATMAC members and replacement members.

## b. ATR-1, through the Resource Management Division, ATR-700, shall:

- (1) Provide a facilitator and resource support for the ATMAC program.
- (2) Provide a National Coordinator.
- (3) Provide logistical support during the meeting.
- (4) Provide a central point for program correspondence.
- (5) Communicate meeting results to all ATM's through Regional Air Traffic Divisions.

## c. Regional ATD Managers shall:

- (1) Establish a regional ATMAC consisting of as a minimum, 1 representative from each option. Frequency of meetings will be as determined by each region.
- (2) Provide appropriate agenda items received from regional ATMAC to ATR-700.
- (3) Provide a facilitator and resource support for regional ATMAC.

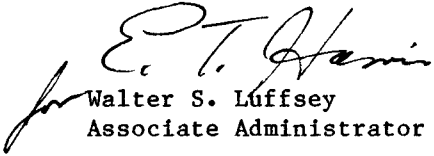
## d. Air Traffic Managers shall:

- (1) Provide input to their respective regional ATMAC.
- (2) Provide input through the ATD to the national ATMAC when requested.

## e. National ATMAC shall:

- (1) Function as sounding board to AAT-1.
- (2) Serve as a communication link for items of national concern which affect ATM's.
- (3) Identify problems and recommend solutions or course of action.
- (4) Maintain close coordination with regional ATMAC's and ATD's.
- (5) Serve as a single - issue problem solving resource for AAT-1.

- (6) Provide timely and effective feedback to ATM's and regional ATD's.
- (7) Identify system enhancements which can be used to improve operational standardization.
- (8) Prepare meeting reports and recommendations.
- (9) Participate in regional ATMAC meetings.



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